

DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
2000 Navy Pentagon
Washington DC 20350-2000

OPNAVINST 1730.1C
N097
8 November 1995

OPNAV INSTRUCTION 1730.1C

From: Chief of Naval Operations
To: All Ships and Stations

Subj: RELIGIOUS MINISTRIES IN THE
NAVY

Ref: (a) SECNAVINST 1730.7A (NOTAL)
(b) Title 10, United States Code
(c) DoD Directive 1304.19 of 18 Sep 93
(NOTAL)
(d) SECNAVINST 1730.8
(e) U. S. Navy Regulations, 1990
(f) MILPERSMAN
(g) Manual for Courts-Martial, United
States 1984, Military Rule of
Evidence 503
(h) OPNAVINST 1000.16H
(i) SECNAVINST 1730.3G
(j) SECNAVINST 4651.8L
(k) SECNAVINST 7010.6
(l) OPNAVINST 5400.24D
(m) Title 44, United States Code
(NOTAL)
(n) NAVSO P-3520
(o) NAVEDTRA 287-02-45-81

Encl: (1) Command Responsibilities for
Religious Ministries
(2) Provision of Religious Ministries
(3) Organizational Levels of
Assignment

1. **Purpose.** To implement reference (a) and establish policy, responsibilities, and procedures for religious ministries in the Navy as per references (b) and (c). This is a complete revision and should be reviewed in its entirety.

2. **Cancellation.** OPNAVINST 1730.1B.

3. **Applicability.** This instruction applies to all persons in the Navy who are responsible for the provision, facilitation, and support of religious ministries.

4. **Background.** Congress established the Chaplain Corps as a staff corps of the Navy under the provisions of reference (b), section 5142. The Chief of Naval Operations has always recognized the responsibility to provide for religious ministries appropriate to the rights and needs of Navy personnel.

5. **Policy**

a. Policy regarding structure and responsibility for religious ministries is set forth in reference (a), enclosure (1) and references (b) through (o) of this instruction.

b. Policy regarding accommodation of religious practices is set forth in reference (d).

c. In keeping with Department of the Navy policy and as specified in reference (a), enclosure (1), commanders and commanding officers shall provide appropriate Command Religious Programs (CRPs) in support of the religious needs and preferences of all members of the Naval Service, eligible family members, and other authorized personnel. Commands shall do this by providing programs of ministry as specified in enclosure (2) of this instruction.

d. The CRP shall be supported and managed as an integral and essential element of command administration, planning, programming, and budgeting activities.

e. Navy chaplains, appointed to the Chaplain Corps under reference (c), shall perform duties specified in reference (a), enclosure (1), in developing and implementing the CRP.

6. **Responsibilities.** Commanders and commanding officers shall provide for the free exercise of religion by implementing the policy and procedures set forth in this instruction and its enclosures.



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7. Action. Active Duty chaplains shall report via the chain of command to the major claimant as required in reference (a).

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COMMAND RESPONSIBILITIES FOR RELIGIOUS MINISTRIES

1. General. Under reference (a) and this instruction, commanders and commanding officers shall:

a. Provide for the free exercise of religion of all members of the Navy, including family members and other authorized personnel by offering a CRP responsive to their rights and needs.

b. Use all proper means to foster high morale, develop and strengthen the moral and spiritual well-being of all personnel, and ensure necessary logistic support is provided to enable chaplains to carry out the CRP, as cited in reference (e), article 0820.

c. Accommodate the religious faith practices of individual members, as appropriate under the guidelines in reference (d).

2. Specific. Commanders and commanding officers shall:

a. Comply with the stipulations of reference (e), article 0817 in the conduct of divine services.

(1) Except by reason of necessity or in the interest of the welfare and morale of the command, the performance of work shall not be required on Sunday. The religious convictions and practices of those who worship on a day other than Sunday are to be respected and, except by reason of military necessity, they shall be afforded equal opportunity to observe the requirements of their religion. Where such personnel are excused from duty on a day other than Sunday, their work week may include work on Sundays as equitable compensation.

(2) Reference (e), article 0817, states that ships shall not be sailed or aircraft or troops deployed on Sunday, except by reason of military necessity. Daily routine in ships and activities shall be modified, as practicable, to achieve this end. The provision of this paragraph need not apply to commands engaged in training Reserve components.

(3) Determination of military necessity rests entirely with the commander or commanding officer.

b. Approve applications for leave or liberty whenever possible to allow personnel to observe significant holy days of their faith with their families. This is particularly important where appropriate services are not available in the local area.

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c. Provide personnel, funding, and logistical support for the CRP as directed by reference (a). Additional guidance is provided in enclosure (2) of this instruction.

d. Position the command chaplain either as a department head directly under the executive officer or as a principal staff officer directly under the chief of staff. In order to preserve the unique role of pastoral care in health care delivery, the chaplain shall be assigned as a director at naval medical centers and in naval hospitals where size and unique circumstances vary, the chaplain may be assigned as a director, department head, or principal staff officer to the commanding officer.

e. Per reference (e), article 0820, use all proper means to foster high morale, and develop and strengthen moral and spiritual well-being of the personnel under his or her command, and ensure chaplains are provided the necessary logistic support for carrying out the command's religious programs to provide maximum opportunity for the free exercise of religion by members of the naval service.

f. Adhere to the noncombatant status of chaplains under reference (e), article 1063, when assigning duties in combat. It is Department of the Navy policy that chaplains shall not bear arms.

g. Assign Religious Program Specialists (RPs) to primary duties supporting chaplains in implementing the CRP, consistent with occupational standards provided by NAVPERS 18068 series. RPs' primary role of supporting religious ministries within the command must be given appropriate consideration when assigning a collateral duty. RPs shall be assigned to units which have chaplains, unless otherwise approved by the rating sponsor, Chief of Chaplains (N097).

h. Appoint lay leaders to meet specific faith group needs in accordance with article 5810150 of reference (f). The commander or commanding officer should seek the advice of the command chaplain, or if no chaplain is assigned, the chaplain attached to a higher echelon, regarding the selection of qualified lay leaders. RPs shall not serve as lay leaders but may assist with lay leader training.

i. Safeguard the privileged communications counselees may claim under reference (g) for communications made to chaplains and RPs.

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PROVISION OF RELIGIOUS MINISTRIES

1. General. Commands shall provide religious ministries through the CRP. Commands shall plan, program, budget, and oversee the needs of manpower and personnel requirements. Commands shall also maintain religious ministry facilities and obtain logistical resources.

2. Manpower

a. Major manpower claimants shall plan, program, and budget for chaplain and RP billets as an integral part of force structure, to the level of service-wide standards established under reference (h).

b. As program manager, the Chief of Chaplains manages authorized chaplain and RP billets through the Chief of Naval Personnel (CHNAVPERS) and cognizant major manpower claimants.

3. Personnel

a. The Chief of Chaplains, through interaction with the CHNAVPERS, Commander, Navy Recruiting Command, and Commander, Naval Reserve Force, recommends personnel for appointment, accession, retention, distribution, and placement by the CHNAVPERS in designated active duty or reserve chaplain billets, or in other forms of official status in the Naval Reserve or on the retired list.

b. Policy regarding use of civilian clergy and lay leaders to meet religious ministry requirements for particular faith groups when needs cannot be met by available Chaplain Corps officers is set forth in references (f) and (i).

4. Logistics

a. Appropriated Funds. Commands shall provide appropriated funds for the support of religious ministries within the command. Command-appropriated fund support of religious ministries includes, but is not limited to:

(1) Providing consumable supplies, such as religious vestments and paraments, liturgical accoutrements, sacramental wine and breads, oil, candles, grape juice, Seder supplies, rosaries, religious medals, religious literature including materials and supplies for religious education programs, printing authorized under reference (m), section 1102, transportation, and military band support. Services such as cleaning of ecclesiastical robes, vestments, altar cloths, etc., shall be provided.

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(2) Providing nonconsumable items such as equipment, furnishings, and facilities essential to religious ministries.

(3) Contracting for musical and educational services such as organists, choir directors, directors of religious education, retreat programs, music or drama groups, child care providers during services/functions, and resource persons to lead special programs in support of the CRP.

(4) Funding the training of chaplains in short-term courses or workshops (e.g., leadership courses, the Chief of Chaplains' annual Professional Development Training Courses, etc.) to fulfill military and professional requirements in accordance with reference (j).

(5) Funding the training of RPs in short-term courses including naval leadership courses, RP professional courses, and other courses to fulfill military and technical requirements.

(6) Issuing temporary additional duty orders for chaplains to participate in meetings sponsored by faith groups and professional organizations if, under reference (j), the meetings bear a direct relationship to primary military duties and clearly enhance the chaplain's value to the Navy.

(7) Issuing permissive temporary additional duty orders per reference (j).

b. Nonappropriated Funds

(1) Religious Offering Fund. Commands shall establish a nonappropriated fund called the Religious Offering Fund (ROF) in accordance with reference (k) when individuals or organizations desire to contribute offerings as an expression of their worship and religious life. The ROF will be used only for projects of religious benevolence and outreach, not as an alternative to appropriated fund support for the CRP.

(a) ROF Disbursements. Commands shall be guided in the disbursement of ROF funds by the intention of the donors. All offerings shall be disbursed per reference (k).

(b) Dissolving an ROF. When an ROF or ROF subaccount is dissolved for any reason, the commander or commanding officer shall authorize liquidation following references (n) and (o).

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(2) Chief of Chaplains Fund. The Chief of Chaplains shall establish and manage a nonappropriated fund called the Chief of Chaplains Fund to:

(a) Receive contributions from ROFs, civilian and military organizations and individuals.

(b) Serve as a successor nonappropriated fund for all dissolved ROFs and sub-accounts.

(c) Make benevolent contributions and extend Chaplain Corps expressions of concern, appreciation and outreach on behalf of the Navy.

c. Fees. Commands shall not charge or receive usage fees for providing government facilities for religious purposes. Chaplains, RPs, and other active duty personnel shall charge no fees nor receive gratuities for services rendered to any person entitled to receive such services by authorization of the Department of the Navy.

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ORGANIZATIONAL LEVELS OF ASSIGNMENT

1. Chief of Chaplains

a. In addition to the responsibilities and functions contained in reference (a), enclosure (1), the Chief of Chaplains as the principal advisor to the Chief of Naval Operations (CNO) on religious matters shall:

(1) Advise the CNO on religious, moral and ethical concerns; spiritual needs of the Navy personnel and their families; and matters of human and spiritual values which impact on readiness and mission capability.

(2) Report regularly to VCNO on the religious, moral, and ethical implications of Navy plans, policies, and actions.

(3) Represent Navy to the nation's religious faith groups in all matters pertaining to religious ministries in the Navy.

(4) Function as program sponsor for the Chaplains Religious Enrichment Development Operation (CREDO).

(5) Function as technical sponsor for the acquisition, operation, and maintenance of religious ministry facilities and collateral equipment, both ashore and afloat.

(6) Coordinate and administer Chaplain Corps participation in command inspection programs for Navy in those areas related to religious ministries, morale, and quality of life.

(7) Monitor and manage the Auxiliary and Contract Chaplain Program under reference (i).

b. As an additional duty, the Chief of Chaplains as advisor to CHNAVPERS on religious matters affecting personnel management and the requirements for religious ministry in the Navy shall:

(1) Advise CHNAVPERS on religious, moral, and ethical matters affecting personnel, plans, policy, and community management.

(2) Identify personnel and fiscal resources required to meet religious ministry needs in the Navy.

(3) Develop plans and establish policies and programs governing the accession, professional development, and distribution of chaplains.

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(4) Provide guidance and assistance in development of policy concerning core values and related program efforts.

(5) Establish Chaplain Corps officer procurement requirements for Commander, Navy Recruiting Command.

(6) Serve as technical and program sponsor of training for the Chaplain Corps.

(7) Serve as primary advisor and program sponsor for the RP rating.

2. Deputy Chief of Chaplains. The Deputy Chief of Chaplains is the deputy and principal assistant to the Chief of Chaplains and shall perform such duties and exercise such authority as the Chief of Chaplains shall prescribe. Additional functions are outlined in reference (a), enclosure (1).

3. Claimant Chaplains. Claimant staff chaplains as described in reference (a), enclosure (1), shall perform the following functions:

a. Advise major manpower claimants on all matters related to religious and ethical concerns and needs within their claimancies.

b. Advise the Chief of Chaplains on religious ministry matters within their claimancies which require the attention of the Chief of Chaplains.

c. Advise major manpower claimants on moral issues and provide input for claimancy programs which emphasize Navy core values.

d. Monitor billets and billet requirements for chaplains and RPs in all units of the fleet, force, or command and advise the appropriate authority on the initiation of manpower authorization change requests.

e. Monitor the acquisition, operation, and maintenance of religious ministry facilities and collateral equipment, both ashore and afloat.

f. Evaluate the effectiveness of CRPs as part of the Naval Command Inspection Program.

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g. Provide assistance and guidance to fleet, force, or command chaplains in planning, programming, budgeting, and executing local CRPs.

h. Facilitate the ministry of chaplains in their claimancies via the chain of command.

i. Develop ministry models to meet the unique needs of commands in their claimancies.

j. Provide orientation and continued training for all chaplains, RPs, and other military personnel assigned to CRPs in their claimancies.

k. Identify training needs of chaplains and RPs to the Chief of Chaplains.

l. Report semi-annually a summary of chaplain activities to the Chief of Chaplains (N097) on a report form determined by the major claimant staff chaplain.

m. Monitor the Auxiliary and Contract Chaplain Program on behalf of the Chief of Chaplains under reference (i).

4. Force Chaplains. Force Chaplains as described in reference (a), enclosure (1), shall perform the following functions:

a. Advise the force commander regarding all matters related to religious ministry and ethical concerns and needs within the force.

b. Advise the claimant chaplain on matters concerning religious ministries within the force or equivalent organizational level which require the attention of the claimant chaplain, including manpower and personnel issues, professional development and religious ministry facilities requirements.

c. Advise the force commander on moral issues and provide input to programs which emphasize Navy core values.

d. Monitor billets and billet requirements for chaplains and RPs in all units of the force or equivalent level and advise the appropriate authority on the initiation of manpower authorization change requests.

e. Monitor chaplain and RP readiness for ministry in combat.

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f. Provide assistance and guidance to command chaplains in planning, programming, budgeting, and executing local CRPs.

g. Inspect local CRPs to ensure they are developed and executed according to current guidance.

5. Command Chaplains. Command Chaplains as described in reference (a), enclosure (1), shall perform the following functions:

a. Advise the commander or commanding officer on all matters related to religious ministries within the command.

b. Identify religious needs within the command; plan, program, and budget for the CRP; and coordinate the ministries of assigned chaplains to execute a proactive program of religious ministry.

c. Advise the commanding officer or commander on moral issues and provide input to programs which emphasize Navy core values.

d. Monitor religious ministry facility requirements and advise the commander or commanding officer of the material status of all facilities assigned to the CRP.

e. Advise the force or equivalent level chaplain on ministry matters within the command which require attention.

f. Monitor chaplain and RP billets and billet requirements, and advise the force or equivalent level chaplain on manpower issues affecting the command.

g. Submit reports to the claimant staff chaplain, via the appropriate force or equivalent level chaplain, as required by the claimant.

h. Supervise and evaluate all assigned officer, enlisted and civilian personnel.

i. Represent the commander or commanding officer to local religious bodies, dignitaries, and community organizations.

j. Ensure every assigned chaplain with a 3701 Navy Officer Billet Code (NOBC) has a mentor.

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6. Coordinating Chaplains

a. General. Area, Regional, and Local Coordinating Chaplains shall be designated according to reference (1).

b. Responsibilities. These Chaplains shall coordinate:

(1) Provision of ministry within and across command boundaries of the coordinated area.

(2) Professional activities, ceremonies, and training among area chaplains, RPs, and other enlisted personnel assigned to the Command Religious Program.

(3) Chaplain watchbills.

(4) Chaplain participation in casualty assistance and emergency response plans.

(5) Area screening boards for RP applicants, following reference (f), article 2230180.

(6) Support for area civic and religious ceremonies and activities.

7. Other Functions and Duties. Other functions and duties of chaplains are set forth in reference (a), enclosure (1).